

|                               | Checklist for downloading and printing OxfordAQA question papers & Attendance Registers | Completed (✓) |
|-------------------------------|-----------------------------------------------------------------------------------------|---------------|
| Planning for exams            | An Exams Officer/Centre Administrator be available on every OxfordAQA exam day.         |               |
|                               | Head of centre will be available on every applicable OxfordAQA exam day.                |               |
|                               | Centre Services accounts must be checked before exams.                                  |               |
|                               | Question papers will be available 90 minutes before the published exam start time.      |               |
|                               | If moving an exam due to a clash, download during the 90-minute window.                 |               |
| Download Question Papers      | Log in to Centre Services using multi-factor authentication (MFA).                      |               |
|                               | Go to 'Exams' > 'Day of exam material' > 'View Day of exam resources'.                  |               |
|                               | Select the required question paper or resource.                                         |               |
|                               | Click 'Send me a code' and ensure pop-ups are enabled.                                  |               |
|                               | Select a reason for download.                                                           |               |
|                               | Code will be emailed to Centre Administrator. Others will be notified.                  |               |
|                               | Enter the code once per session to access all papers.                                   |               |
|                               | Paper will download to your Downloads folder.                                           |               |
| Download Attendance Registers | Log in to Centre Services using multi-factor authentication (MFA).                      |               |
|                               | Click 'Pre-exams' > 'Current Entry Reports'                                             |               |
|                               | Select an academic year > Select a series > Select 'Search'                             |               |
|                               | Select 'Subject reports' > Select a specification                                       |               |
|                               | Select a component (make sure entry code is 'all')                                      |               |
|                               | Click 'Run report'                                                                      |               |
|                               | Download and print the Attendance Register                                              |               |
| Need help?                    | Call OxfordAQA immediately: +44 (0)161 696 5995.                                        |               |
|                               | Clearly explain the issue.                                                              |               |
|                               | Head of Centre verification is required.                                                |               |
|                               | Ensure Head of Centre is available up to 90 minutes before the exam.                    |               |
| Before Printing               | Use a secure, access-controlled area.                                                   |               |
|                               | Only trained staff should handle papers.                                                |               |
|                               | Check if the paper includes colour content.                                             |               |
|                               | Printer settings: Colour printing, 600dpi resolution, A4/A3 80gsm paper.                |               |
|                               | <b>Important: Do not</b> photocopy question papers; please print the required amount    |               |
|                               | Only print what is needed.                                                              |               |
| Printing                      | Set scaling to 'Actual size' or '100% custom scaling'.                                  |               |
|                               | Confirm paper size is A4 or A3.                                                         |               |
|                               | A4 is 210 x 297mm and A3 is 297 x 420mm                                                 |               |
|                               | Enable double-sided printing: Flip on long edge.                                        |               |

|                                               |                                                                                                                    |  |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--|
| After Printing                                | Ensure every page is printed.                                                                                      |  |
|                                               | Compare printed version with original PDF. Ensure pages are in correct order.                                      |  |
|                                               | Check sizing, shading, colour, graphs, diagrams, and images.                                                       |  |
|                                               | Delete question paper file and remove from Deleted Items.                                                          |  |
|                                               | Securely store printed papers in a clearly marked, non-transparent envelope.                                       |  |
|                                               | Ensure correct component/unit is marked clearly on the envelope.                                                   |  |
| Returning completed question papers (scripts) | Download and print labels from Centre Services                                                                     |  |
|                                               | Bag and label each unit/component separately.                                                                      |  |
|                                               | Use return sacks as provided.                                                                                      |  |
|                                               | Request more sacks via Stationery Order Form to <a href="mailto:dispatches@aqa.org.uk">dispatches@aqa.org.uk</a> . |  |
|                                               | Please secure each completed exam script with <b>one</b> staple in the top left corner                             |  |